



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

**#T1826 EMPLOYEE BENEFITS SPECIALIST I**  
**\*SALARY: \$3371 to \$4096, Monthly; effective 06-19-04**

**APPLY: FIRST DATE:** April 23, 2004

**\*LAST DATE:** September 1, 2004

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** You must meet the following requirements on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter). (**Proof of degree or units completed must be attached to your application.**) NOTE: Additional qualifying experience may be substituted for education lacked on a year-for-year basis, where 30 semester/45 quarter units are equivalent to one year of experience.

**EXPERIENCE:** One year of full-time professional experience planning, developing, and administering a specific employee benefit plan. **Qualifying experience must include research and analysis of employee benefit contract provisions, plan services, and coverage; AND liaison with benefit plan providers to resolve problems in plan interpretation and premium payments or coordination/oversight of Trustee Boards or Committees.**

**HIGHLY DESIRABLE:** Experience negotiating premium or benefit changes with providers; evaluating the legal requirements in administering a cafeteria style benefits plan; and knowledge of supplemental savings plans.

**DUTIES:** Employee Benefits Specialists I plan, develop, and administer a segment of the City of San Diego Employee Benefits Program. Duties include analyzing current and proposed benefit plan needs, costs, coverage, funding, and implementation; preparing plan documents; approving benefit payments; resolving problems by interpreting and clarifying specific coverages; acting as liaison between employees, the City, and benefit providers; overseeing and supervising staff who handle the daily administration of benefits plans; reviewing proposed and final employee benefit legislation to determine potential impact; approving premium payments to providers; presenting Employee Benefit Program information to City employees and interested groups; overseeing the operation of Trustee board meetings; preparing reports and conducting special studies; and performing other duties as assigned.

**HOW TO APPLY:** Complete and submit the **Application/Supplement (the original and one copy)** for this position. The Application/Supplement will be made available to the hiring department. Submit requested materials ONLY.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates that were successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/February 6, 1998/\*Rev. 3 (06-23-04)/Class 1417

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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